



**CITY OF HAYWARD**  
**AGENDA REPORT**

AGENDA DATE 11/19/02  
AGENDA ITEM **b**  
WORK SESSION ITEM \_\_\_\_\_

**TO:** Mayor and City Council  
**FROM:** Director of Public Works  
**SUBJECT:** Engineering and Transportation Division Staffing

**RECOMMENDATION:**

It is recommended that the City Council adopt the attached resolutions pertaining to staffing in the Engineering and Transportation Division.

**DISCUSSION:**

The adopted Five-Year Capital Improvement Program (CIP) budget includes over \$135 million in projects. Increased CIP funding has resulted in expanded projects for street, sidewalk, and landscaping infrastructure, as well as major sewer and water projects and upgrades to Police, Fire, and Airport facilities. Over the past year, it has become apparent that the Engineering and Transportation Division requires additional staffing to effectively manage this large a program. Specifically, management is needed to supervise the increased amount of consultant-developed design work. In addition, initial phases of two very large transportation projects - the Industrial Assessment District Improvements and the eventual Route 238 Alternative project - will further strain existing staff's ability to manage ongoing CIP work.

The Engineering and Transportation Division currently has a combined Design/Project Management Section, which provides both in-house design and project management of consultant designs. Because the responsibility for managing the development, technical studies, environmental review, and future design of these major transportation projects will require the attention of a highly experienced project manager, staff believes there should be a separate Project Management Section that will concentrate on project management of the Industrial Assessment District feasibility studies, the Route 238 Alternative project, public building expansions, and other similar large and/or complex projects. This change will also allow the Design Section to concentrate on pavement rehabilitation and reconstruction, as well as sidewalk rehabilitation and new sidewalk projects, the upcoming Airport projects, traffic signal installations and modifications, median landscaping, and similar projects.


To assure that the Project Management Section has the appropriate leadership, it is proposed that a new management position, Senior Civil Engineer, be created. The person selected for this

position will oversee the various consultants who will be working on these larger projects and supervise the other engineering staff who will be the project managers for various aspects of these projects. As the Industrial Assessment District and the Route 238 Alternative projects develop, it is anticipated that additional staff augmentation will be necessary, and will be addressed once the need is better defined.

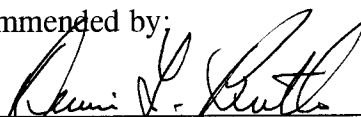
**FISCAL IMPACT:**

General Fund cost increases would be minimal for the remainder of this budget year, since about 80 percent of the position's total costs would be recovered from charges through the Capital Improvement Projects.

Prepared by:

  
Robert A. Bauman, Deputy Director of Public Works

Recommended by:

  
Dennis L. Butter, Director of Public Works

Approved by:

  
Jesús Armas, City Manager

**DRAFT** *NH 11/6/02*

HAYWARD CITY COUNCIL

RESOLUTION NO. \_\_\_\_\_

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING THE CREATION OF A  
PROJECT MANAGEMENT SECTION WITHIN THE  
ENGINEERING AND TRANSPORTATION DIVISION  
AND AMENDING THE POSITIONS AND SALARIES  
RESOLUTION TO REFLECT THE ADDITION OF A  
SENIOR CIVIL ENGINEER POSITION

WHEREAS, the Five-Year Capital Improvement Program (CIP) includes increased funding over prior CIP's and has resulted in expanded projects for streets, sidewalks, and landscape infrastructure, as well as upgrades to Police, Fire and Airport facilities, necessitating additional staff to effectively manage the large number of additional projects, including the Route 238 Alternative; and

WHEREAS, staff believes that the responsibility for managing the development, technical studies, environmental review and future design of the Route 238 Alternative, as well as other similar large and/or complex projects, will require a highly experienced project manager, and desires to create a Project Management Section and Senior Civil Engineer Position to concentrate on the Route 238 Alternative and other similar projects.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby approves the creation of a Project Management Section within the Engineering and Transportation Division and adding the position of a Senior Civil Engineer.

BE IT FURTHER RESOLVED that the Positions and Salaries Resolution is hereby amended to add a Senior Civil Engineer position and salary range as follows:

POSITIONS AND SALARIES RESOLUTION

ENGINEERING/TRANSPORTATION DIV  
-2100/2101, 2112, 2113, 2114, 2121, 2141, 2811, 2821-

1 SENIOR CIVIL ENGINEER	36.81	38.62	40.51	42.59	44.68
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IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2002

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward